



**Washington State Criminal Justice Training Commission**  
**Basic Sheriff's Civil Function**  
**May 7-10, 2012**  
**Shelton, WA**

**ADDITIONAL COURSE INFORMATION**

- Start Date:** Monday, May 7, 2012
- Location:** Mason County Public Works, 100 West Public Works Drive, Shelton, WA 98584
- Class Hours:** 0800-1600
- Travel/Meals & Lodging:** Not Included
- Costs:** \$80; Agency will be billed.
- Attire:** Business Casual attire is appropriate for classroom wear. *Please no jeans, t-shirts, shorts, sweatshirts, or tennis shoes.*
- Telephone:** EMERGENCY ONLY: 360-427-9670  
They will **not** take personal messages of a non-emergent nature.
- Firearms:** Firearms will not be used in this course.
- Attendance:** Certificates of completion will be awarded to those attendees who successfully complete the course in its entirety. Instructors must pre-approve any time out of class.
- Cancellation Guidelines:** If for any reason it becomes necessary to cancel this application, please advise by email at [registrar@cjtc.state.wa.us](mailto:registrar@cjtc.state.wa.us) no later than, **April 25, 2012** to avoid late cancellation/no show fees. **Your agency will be billed \$50 for those scheduled to attend. No exceptions will be made.**
- Responsibility for Injuries:** Although instructors will at all times maintain a high degree of care for the safety of all persons attending the school, it must be understood that neither the Washington State Criminal Justice Training Commission, nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to students as a result of damage to their property through fire, theft or other causes. Each attendee must understand that this training is at the attendee's own risk.